



## SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



**DO NOT USE FOR**

\* Contractor  
vehicle permit

**OR**

\* Single Day  
Temporary Parking  
Restriction  
Request

### DIRECTIONS

#### **Step One:**

- If this request involves closing a street  
Contact Lafayette Police – Special Operations Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room,  
Riehle Plaza, or John T. Myers Pedestrian Bridge  
Contact Facilities Department for availability / 765-807-1323

#### **Step Two:**

- Complete and submit this application to Lafayette Clerk's Office  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1021

### User Information

Date of Event: 3/12/2022 Time: From: 12:00 am/pm to: 3:00 am/pm

Name: 1st Annual O.I.K Marathon Organization: Friends of Downtown

Street Address: P.O. Box 684

City: Lafayette State: IN Zip Code: 47902

Contact person(s): Ken McCommon Phone Number(s): 765-414-7608

Email: k.mccommon@comcast.net

Event Description: A 0.1K (328 ft.) race to raise money for an animal shelter

Caterer: \_\_\_\_\_ Caterer's Phone Number: \_\_\_\_\_

### **This event will utilize the following venues (check all that apply):**

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge  
☐ City Right-of-way ☒ City Street ☐ Sidewalk ☐ Other \_\_\_\_\_

### **This event will include the following elements (check all that apply):**

Estimated Attendance: 300 ☐ Private Trash Hauler (must be removed by 8am following day)

☒ Street/Sidewalk/Right-of-way restriction or closure ☐ Food or Beverages

☐ Restroom Facilities (required for events 4+ hours) ☐ Tents/Canopies

☐ Alcohol (security is required) ☐ Security (required when serving alcohol)

**Not sure if you need an A&E Permit? Go to:**

☐ Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>

☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other \_\_\_\_\_

**Optional Equipment & Services:**

☐ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25

☐ City Equipment: Trash totes, other \$25

**Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)**

|       |               |   |  |  |          |          |               |         |
|-------|---------------|---|--|--|----------|----------|---------------|---------|
|       | 0             | 7 days                                  | 14 days  | 21 days                                  |          |          |               | 42 days |
|       | Pre-planning  |   | Notices  | Event Preparation                        |          |          | Event         |         |
| Begin | 1st week      | 2nd week                                | 3rd week   | 4th week                                 | 5th week | 6th week |               |         |
|       | First contact | Submit Application<br>Pre-event Meeting | Contact Neighbors<br>prior to Board of Works Hearing | Board of Works Public Hearing & Approval |          |          | Date of Event |         |

**Application submittal checklist**

☒ Application

☐ Pre-event meeting (if required)

☒ Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days prior to Board of Works hearing**)

☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)

☐ Receipt – payment made to City of Lafayette

▪ Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)

▪ Permit Fee: \$ 25 (fee waived when renting Depot)

▪ Rental Fee: \$ \_\_\_\_\_

▪ Equipment & Services: \$ 25 (optional)

☐ Certificate of Insurance

☐ Amusement & Entertainment Permit # \_\_\_\_\_

Not sure if you need an A&E Permit? Want more information? Go to:

<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**

☐ Traffic Control / Public Safety / Emergency Plan

☐ User Agreement

☒ Board of Public Works and Safety meeting (if required)

January 28, 2022

To: City of Lafayette Board of Works  
From: Ken McCammon  
1<sup>st</sup> Annual 0.1K Marathon Committee  
Friends of Downtown

This letter is intended as a request to allow the closure of Main Street from 6<sup>th</sup> to 8<sup>th</sup> Streets on Saturday, March 12, 2022 from 12pm to 3pm for the 1<sup>st</sup> Annual 0.1K Marathon. This is intended to be a farcical approach to the St. Patrick's Day festivities. It will be complete with participant T-shirts, contestant numbers and timing devices to declare the winner.

Proceeds will go to Natalie's Second Chance Animal Shelter.

Sincerely,

Ken McCammon  
Friends of Downtown



*D.I.K. Marcher*



*Water Barriade/Street Closed Sign*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/30/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |   |  |
|---|--|---|--|
| <b>PRODUCER</b><br>Underwood Agency<br>3990 State Road<br>38 E STE 5A<br>Lafayette IN 47905 |  | <b>CONTACT NAME:</b> Amber Allison<br><b>PHONE (A/C, No, Ext):</b> (765) 742-7320<br><b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b> aallison@underwoodagency.com                       |  |
| <b>INSURED</b><br>Friends Of Downtown<br>PO Box 684<br>Lafayette IN 47902                   |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> West Bend Mutual Ins<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
|   |  | <b>NAIC #</b><br>15350  |  |

## COVERAGES

**CERTIFICATE NUMBER:** Master 21-22

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | 1844235       | 02/11/2021              | 02/11/2022              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COM/OP AGG \$ 3,000,000<br>LPPAK \$ |
|          | <input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                           |           |          | 1844235       | 02/11/2021              | 02/11/2022              | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
|          | <input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$   |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
|          | <input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below<br>Y/N <input type="checkbox"/> N/A   |           |          |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$   |
| A        | General Liability/Special Event  |           |          | 1111825       | 08/04/2021              | 08/04/2022              | General Agg 2,000,000<br>Each Occ. 1,000,000<br>Dam. to Premise 100,000  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

|  |  |
|--|--|
| City of Lafayette<br>20 N 6th St<br><br>Lafayette IN 47901 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|  | AUTHORIZED REPRESENTATIVE<br>  |

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# 1<sup>st</sup> Annual 0.1K Marathon

The Friends of Downtown would like to announce the closure of Main Street to vehicular traffic between 6<sup>th</sup> and 8<sup>th</sup> Streets, and on Saturday March 12, 2022, from 12 pm to 3 pm. This will allow the people of Lafayette to enjoy the running of a 0.1K Marathon. The goal of this effort is to bring people downtown to celebrate the St. Patrick's Day activities, watch the event (or participate in it) and to enjoy the shops, restaurants, taverns, etc. in this section of Downtown after the race is over.

Please call Ken McCammon at 765-414-7608 if you have any questions.